

INTERNAL USE ONLY

27 November 1963

**MEMORANDUM FOR: Deputy Director of Security**

**SUBJECT : After-Hours Checking of OS Offices**

1. Checking Officers have brought to my attention the addition of Rooms 4E-42 and 4E-38 to the after-hours check list.

2. Unless this has been directed by the Director of Security or the Deputy Director of Security, I believe we should review the requirement to check Rooms 4E-42 and 4E-38. These rooms have put an additional burden on senior officers who now must spend about a half hour checking front office rooms after-hours. In addition, the rooms in question have sufficient manpower to check their own areas; in fact, these offices often have more personnel available than the offices from which the checkers are drawn.

3. I have given you the background for the OS front office check. The info in Rooms 4E-42 and 4E-38 is not any more sensitive than many areas. Also, of course, responsible people are available in these rooms to do their own after-hours check.

4. Copy of check sheet attached.

SIGNED

  
Deputy Director of Security (PPS)

STATINTL

Attachment:  
Check Sheet

Distribution:

Orig & 1 - Adse w/att.

① - DD(PPS) w/o att.

1 - Chrono w/o att.

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